

Introduction:

CECAM organizes different kind of events: workshops, schools, and conferences. Flagship events of each kind are selected every year from the proposals submitted to the CECAM website by the community. SAC and external referees evaluate the proposals, and Flagship events are selected based on their ranking. They are listed in the CECAM program for each year and appear on the poster and CECAM website (www.cecaml.org).

In all events, CECAM strongly encourages ensuring diversity among participants. Meetings, in particular workshops and conferences, fostering interactions between different communities in the area of simulation and modelling are also encouraged.

CECAM Flagship events are hosted at CECAM Headquarters (HQ) or in the Nodes. HQ funds flagship events taking place at HQ, the Nodes normally fund those at the Nodes. Organizers must have the explicit agreement of the responsible Node Director to submit a proposal for a Node Flagship event.

Recommendations for CECAM Flagship Schools:

CECAM Flagship Schools are a signature activity of CECAM. The recommendations below are meant to ensure a certain homogeneity of the school's format across the various CECAM sites.

A Flagship school should respect the following recommendations:

1. The meeting is focused on basic or advanced training. A precise statement of the program, identifying theoretical lectures and hands-on or discussion sessions, is an important part of the proposal.
2. The maximum number of participants is not fixed a priori, but must be sustainable based on the available infrastructure (e.g. lecture rooms, computer rooms) and budget.
3. Students must remain at the school for its entire duration.
4. Lecturers and tutors are strongly encouraged to remain at the school for its entire duration.
5. The school should reserve time for informal discussions among lecturers, tutors, and students, and promote the active participation of students to the activities (e.g. organizing a poster session or project presentations when appropriate).
6. The list of invited lecturers, tutors for hands-on sessions, and students is clearly international. Efforts to include participants from all countries contributing to CECAM funding should be made, and attention paid to promote gender equality.

7. Organizers and lectures are strongly encouraged to create online repositories of the material on the CECAM website and to authorize their use, preserving intellectual property and copyright, in similar CECAM training events.

8. The duration of the school is commensurate with the proposed program. The standard format at HQ is three to five days, but longer or shorter events will be considered if appropriate, for example for schools associated with internship programs or software development.

9. The page for the school on the CECAM website must be completed in all its parts to make the information and contents of the meeting available to the community and allow for accurate reporting and dissemination of the annual program.

10. Management rules and contributions for travel and accommodations expenses at Headquarters and in the Nodes are published on the Node or CECAM website.